



# TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

## NOTICE OF JOB OPENING

### TOUGALOO COLLEGE Seeks: CUSTODIAN

**Position Summary:** The Custodian/Housekeeper is responsible to the Grounds and Custodial Supervisor. The work of the Custodian requires providing daily cleaning and maintenance services of all campus buildings (including all offices, classrooms and residence halls). The Custodian performs a variety of duties for the department and may be required to work late, during the night, early morning, weekends or holidays.

**Duties:**

- According to the cleaning schedule provided by the Custodian Supervisor, the custodian is to vacuum, sweep, mop, buff or scrub floors and carpets.
- Strip and wax floors as needed.
- Clean, polish and dust furniture, appliances and fixtures.
- Wash and clean windows and other glass surfaces.
- Collect and dispose of waste products and replenish supplies.
- Perform simple repairs and report to the facilities management department items requiring repair or replacement.
- Lock and unlock doors of laboratories, classrooms, residential rooms, storehouses, trunk rooms, or supply rooms as instructed.
- Ensure a clean facility and campus environment. This includes disinfecting all areas for the ultimate purpose of mitigating the spread of any infectious diseases and viruses. This encompasses disinfecting all surfaces – toilets, faucets, showers, sinks, door handles, light switches, mirrors, countertops, etc.

**Required Knowledge, Skills and Abilities:**

- High School education or GED
- Preferred experience of at least 1 year.
- Ability to lift, bend, stoop, climb, reach and balance regularly.
- Self-motivated with strong ability to follow instructions and work alone, but also be able to work effectively within a team.

Evidence of skills required in the performance of duties and responsibilities listed above.

Must understand the use of cleaning materials and possess the ability to follow oral and written instructions. Physical condition adequate to perform assignments is required.

**Date of Position Opening:** October 29, 2020

**Application Deadline:** December 4, 2020

**Salary:** \$9.00/hr

**Mail Documents to:** Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174

**Fax Documents to:** (601) 977-7866

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.**

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